

**ATTACHMENT C**  
**AGENCY TERMS**  
**SOLICITATION NO. 3400001749**

1. Indefinite Quantity
  - a. This contract is for an indefinite quantity. The quantity listed is an estimate of usage. The actual amount ordered may be more or less than the stated quantity.
  - b. The contract quantity may be increased by the OSDH and upon issuance of an approved change order specifying the additional quantity.
  - c. Increases to this contract shall not be limited to the estimated quantity identified in this document due to the inability to predict programmatic caseloads or requirements.
  - d. At all times, ordering shall be limited to the quantity stated on the current approved purchase order.
  - e. There shall be no minimum ordering requirement.
  
2. Extension of Contract
  - a. The State may extend the term of this contract for up to ninety (90) days if mutually agreed upon by both parties in writing.
  
3. Termination
  - a. This contract shall be in force until contract expiration or until thirty (30) days after notice has been given by the State of its desire to terminate the contract. After the first six (6) months, Supplier may cancel with thirty (30) days written notice.
  
4. Minor Deficiencies or Minor Informalities
  - a. "Minor deficiency" or "minor informality" means an immaterial defect in a bid or variation in a bid from the exact requirements of a solicitation that may be corrected or waived without prejudice to other Bidders. A minor deficiency or informality does not affect the price, quantity, quality, delivery or conformance to specifications and is negligible in comparison to the total cost or scope of the acquisition.
  - b. The State Purchasing Director may waive minor deficiencies or informalities in a bid if the State Purchasing Director determines the deficiencies or informalities do not prejudice the rights of other Bidders or are not a cause for bid rejection.